

COMMONWEALTH OF VIRGINIA

VIRGINIA STATE LIBRARY

DIVISION OF RECORDS MANAGEMENT

REQUEST FOR AND AUTHORIZATION OF
RECORDS RETIREMENT

THIS AUTHORIZATION IS EFFECTIVE UNTIL CANCELLED

1. NAME OF FILE OR RECORD:

Annual Survey of Government

Employment - State Agencies (E-1)

House of Delegates

101-017

4. DIVISION:

Office of the Clerk

5. SUB-UNIT:

Fiscal Department

6. REQUESTED BY:

Margaret H. Leynes

DATE REQUESTED:

7. AGENCY APPROVAL:

Joseph R. Holleman, Jr.

DATE APPROVED:

8. RATE OF ACCUMULATION PER ANNUM:

.10 cubic foot

9. KIND OF COPY:

10. SIZE OF FORM/RECORD:

8 1/2" x 11"

11. COLOR OF FORM:

white

12. ☐ MACHINE POST☒ Type

13. RECOMMENDED RETENTION AND DISPOSAL SCHEDULE:

CURRENT FILE:

1 year

B. INACTIVE FILE:

See Item 15

C. STORAGE:

N/A

D. MICROFILM FILE OR RECORD AND

☐ DESTROY DATA☐ RETURN DATAE. ☐ STORE FILM☐ RETURN FILM

14. ARRANGEMENT OF RECORDS:

☒ CHRONOLOGICAL☐ ALPHABETICAL

SERIES CUT OFF:

☒ CALENDAR☐ CONTINUOUS☐ NUMERICAL☐ SUBJECT NUMERICAL☐ FISCAL

ALPHABETICAL BY:

APPRAISAL OF FILE OR RECORD

The series documents the voluntary reporting of employee and payroll statistics by the Office of the Clerk to the Department of Personnel and Training. The Department of Personnel and Training sends the report to the Bureau of the Census in voluntary compliance with Title 13, Section 181, United State Code. The series is used to verify the submission of the survey to the Department of Personnel and Training.

The form shows the name of agency, payroll interval, number of employees, amount of payroll, employee organization, labor relations policies, and work stoppages.

The date range is 1978 to the present and the total accumulation is .50 cubic foot to date.

DISPOSITION: Retain for 1 year after the close of the year to which the report relates, and then destroy.

APPROVAL

Assistant State Archivist for Records:

C. Brown

Date:

3-17-83

3. Auditor of Public Accounts or Deputy:

Date:

State Comptroller or Deputy:

C. Henry Burke

Date:

3/22/83

4. State Librarian or Deputy:

Louis F. Morrison

Date:

3/23/83